

## **CITY OF BURBANK**

### **DEPUTY CITY PLANNER**

#### **DEFINITION**

Under general direction, to plan, organize, and direct the activities of transportation, advance planning, and major development projects sections, and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Provides oversight and management for the activities of the Transportation, Advance Planning and Special Projects Sections of the Planning Division; responsible for the coordination and direction of the administration, personnel, budget, financial, and general management obligation; provides policy recommendations related to transportation, advance planning and development related issues; provides oversight for the preparation, presentation and implementation of demographic analysis, projections, regional/sub-regional plans, special studies, general plan elements and area wide plans; provides oversight for the preparation, presentation and implementation of the Transportation Element, Infrastructure Blueprint, Development Fee program, capital improvement plans and other transportation plans and studies; provides oversight for the preparation, presentation, and implementation of specific plans, zoning code amendments, applications for major development proposals and plans for city facilities; serves in an acting capacity for the Chief Assistant Community Development Department Director/City Planner in his/her absence; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - principles and practices of urban planning, including applicable state and federal laws and state policies regarding planning; the interrelationships between various federal, state, and local governmental planning agencies; the principles and practices of sound personnel management and supervision; computer applications.
- Ability to - analyze administrative problems and develop effective solutions; coordinate, supervise and evaluate the work of others; communicate effectively, both orally and in writing; make oral presentations; establish and maintain effective working relationships with City officials, supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college/university with a degree in planning, business or public administration and a minimum of four (4) years of progressively responsible experience in urban planning, including two years in an administrative or supervisory capacity. NOTE: A Master's Degree in planning may be substituted for one year of experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.